

SECRETARY TO POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a technical, highly responsible stenographic and clerical classification. Work involves accurate typing and the making of complex reports and records. This class shall be under the supervision of the chief of police.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Transcribes general dictation, proof reads and sends out correspondence, routes incoming mail not requiring a superior's attention;

Makes police chief's reports to the mayor, both annual and monthly, on all law enforcement activities in the city;

Makes uniform crime report to the F.B.I., both monthly and annual, from offense reports filed by the department of robberies, burglaries, auto thefts, homicides, etc.;

Makes traffic accident summaries, both monthly and annual;

Takes statement from witnesses and confessions from prisoners at police station and elsewhere;

Interrogation of female prisoners and suspects;

Types index cards on all individual arrests and maintains files on all arrests;

Types fingerprint cards;

Gives information to government agencies;

Operates radio when necessary;

Operates adding machine in computing figures for reports;

Operates teletype machine to receive and transmit messages;

Performs other related work as required.

QUALIFICATION REQUIREMENTS

Must be graduated from high school or possess a certificate equivalent to a high school diploma issued by the state department of education;

Must have the ability to use a typewriter;

After offer of employment, but before beginning work in this class plan, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must pass a civil service examination testing aptitude for beginning work in this class.